

Date

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. [] EO/OL		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

[] and I met privately with Mr. Brogan on 5 October 1984 for the same discussion. [] and I are updating General Service Administration's specifications to mail back. Please mail any additional information you receive concerning furniture to me.

[]

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions.

FROM: (Name, org. symbol, Agency/Post)

New Building Project Office, OL

Room No.—Bldg.

3E40 Hqs.

Phone No.

5041-102

☆ GPO : 1981 O - 361-529 (148)

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA
FPMR (41 CFR) 101-11.206



AEO/OL

EO/L

DD/L

D/L

ACTION:

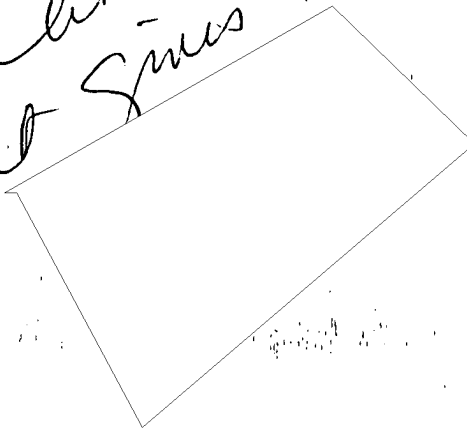
DUE DATE:

INFO:

REMARKS:



- Can you make
this along with other
members of your
Committee (with
and let us know
what times?



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General Services Administration Office of Federal Supply and Services Washington, DC 20406



NOV 8 1984

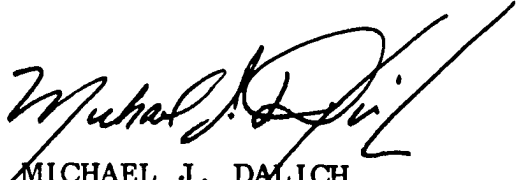
Dear Customer:

The General Services Administration (GSA) has developed a new modular furniture product line intended to improve space utilization, accommodate ADP equipment, and be easily reconfigured.

GSA invites you to attend a meeting on Monday, November 19, 1984, to discuss the new line. The meeting will begin at 9:30 a.m. in the Auditorium at the GSA Regional Office Building at 7th and D Streets, S. W., Washington, D. C. Representatives from the Furniture Commodity Center will be present to answer technical questions concerning the commercial item descriptions (CIDs) that will be used in the forthcoming solicitation and questions concerning the proposed procurement methodology. Copies of the CIDs may be obtained by writing, GSA, Office of Federal Supply and Services, (FNE), Washington, D. C. 20406.

We hope to see you on the 19th. If you have any questions, contact Mr. A. H. Brogan on (703) 557-8450.

Sincerely,


MICHAEL J. DALICH
Director, Liaison and
Assistance Division